

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Clerk #164628

ANNOUNCEMENT NO. 141-2015

SALARY: AS-606 / Minimum \$17,243 / Maximum \$36,254 annually

LOCATION: LANG-LMD-F, Fiscal, Jackson Barracks, New Orleans, Louisiana

OPEN: 19 November 2015

CLOSE: 2 December 2015

NOTE: Currently Louisiana Military Department Vacancy Announcements are posted at <http://agency.governmentjobs.com/louisiana/default.cfm> This link will bring you to the current Job Opportunities Site. Scroll down to Agencies and check the block LA Military Department and click Apply Search at the bottom of page.

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Accounting experience preferred. Must complete Cooperative Agreement Training. Knowledge of computers to include Microsoft Office (Word, Excel, Access, Powerpoint, Outlook, etc). Must possess excellent communication skills both oral and written. Strong organizational skills. Ability to review documents for accuracy and completeness. Must be able to work independently to meet established deadlines and objectives. Working knowledge of Integrated Statewide Information System (ISIS). Ability to coordinate with Federal and State agencies. Ability to follow Federal and State regulations. Ability to compose and maintain spreadsheets. Ability to operate office equipment.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Assist with ensuring that vendors and section documents are maintained accurately and processed promptly. Maintain accurate LMD-F records. Maintain an organized LMD-F file room and file cabinets. Copy/file/ fax/scan all documents concerning vendor invoice payments and credits needed for reimbursement. Responsible for maintaining and disposing of archive/outdated files in accordance with records retention guideline. EFT's, Contract Payments and ISIS Payments, etc. Maintain Annual Contracts and Purchase Order requisition reference notebook. Manage vendor profiles and records. Research documents needed to answer vendor questions such as payment amount and account information. Assist Accounting (Technician) in the preparation of utility payments (Coding Invoices). Prepare and disseminate W-9 and Tax Exempt forms for vendors. Contact vendors for invoices, adjustments and credits for payments. Distribute W9's to vendors annually. Distribute incoming correspondence. Post publications, policy and command guidance for public display. Retrieve/sort/distribute mail from USPS at Jackson Barracks. Maintain office equipment for section. Coordinate service orders. Replenish office equipment supplies (paper, ink cartridges, toners and drums and waste dumps). Submit monthly equipment usage reports for supply reorders. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

Ms. Stephanie Decquir
LMD-HR, New Orleans, La. (LANG-JB)
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547
Fax: (504) 278-8020